

2014 Fair Manager's Checklist



REMEMBER!
KEEP A COPY OF
ALL DOCUMENTS
FOR YOUR FILES



- Application for Exemption from Payment (**Due at least 60 days prior to opening your fair, if you expect to be exempt from certain amusement taxes**)

Send to: Amusement Excise Tax Unit
N.C. Department of Revenue
Revenue Building, P.O. Box 871
Raleigh, North Carolina 27602

☐ sent _____ Date

Sent by _____

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- Application for Animal Contact Exhibit Permit (**Due 30 days prior to opening your fair, if you plan to have an animal contact exhibit**)

Send to: Attention Animal Exhibit Permits
Emergency Programs Division
NCDA&CS
1035 Mail Service Center
Raleigh, NC 27699-1030

☐ sent _____ Date

Sent by _____

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- Premium Book (**Due 30 days prior to opening your fair**) ☐ sent _____ Date
- Evaluation Form (**Due within 90 days of closing your fair**) ☐ sent _____ Date
- Financial Form (**Due within 90 days of closing your fair**) ☐ sent _____ Date

Send to: Kevin Hardison
County Fair Coordinator
NCDA&CS
1020 Mail Service Center
Raleigh, NC 27699-1020

You are all set for the 2014 fair season!

All forms can be downloaded from
www.ncagr.gov/markets/fairs/fairmanagerinfo.htm